

The Army School System – Directorate Human Resources Division Spring Newsletter

1. TXI Cuts – the latest, greatest.....

ALCON – this is what we know today but this could change. Please distribute to all your TXIs.

- The Chief of Staff of the Army has endorsed FORSCOM's recommendation to eliminate all of TASSD's 303 TXI positions.
- Congress has yet to approve this plan but we do not anticipate any major changes to DA's request to eliminate all of our positions.
- However, DA has accepted FORSCOM's recommendation to phase in the cuts over FY06-08, instead of taking the entire cut this spring
- What this means for the program.
 - We will probably take no cuts until Oct 05 (the effective date of our FY06 authorization document) and Soldiers in eliminated positions will leave over the following year (Oct 05 through Oct 06). When you leave will be dependent upon the needs of the Army and your branch manager. TASSD has little to no say in this process.
 - We are assuming that we will have 101 positions eliminated each Oct over the next three years – 101 positions in Oct 05, another 101 in Oct 06 and the final 101 positions eliminated in Oct 07. In each case, Soldiers should leave the program over the year following the cuts. Could be sooner, could be later.
 - The above ***assumes*** that FORSCOM will not prioritize the TXI cuts and will apportion them equally across the four losing MACOMs/components/HQs. We do not have a decision on this yet but initial indications are that FORSCOM will use a cookie cutter approach to the cuts. However, we would not be surprised in the least if TRADOC's cuts came up front as individual training was listed as their last priority for TXI support.

- What this means for you.
 - in all likelihood, your position will not be cut until Oct 06. If your position is cut, you can expect to come down on assignment over the following 12 months (Oct 06 through Oct 07).
 - there is a chance that some positions could remain on the books for another 2.5 years with Soldiers staying on for up to another year but this assumes an equitable distribution of cuts across the three FYs by FORSCOM and that your branch will not put you on assignment orders for a year after the last set of cuts.
- Rules of Engagement
 - if you have an approved retirement or pending retirement paperwork, you may be able pull this paperwork (its up to DA) and remain through your stabilization/extension dates. Keep in mind that there is a danger that your retirement may be disapproved if submitted again at a later date, even if it was approved the first time.
 - we will not release Soldiers from the program early as long as there is a valid slot remaining for you at your location.
- The road ahead.
 - once we receive a final word on the approval and the phasing of cuts, we will publish guidance to the proponents and centers on how many cuts will take place per proponent, per FY.
 - proponents and centers will be given a suspense to tell us which slots they wish to cut for the coming FY. This information will be used by our RM folks to generate a new authorization document in coordination with FORSCOM and USAFMSA.
 - Once this document is approved, proponents and centers will tell us how they wish to slot their TXIs and which TXIs they wish to carry as re-assignable over-strength. Hint – carry those TXIs with approved retirements as re-assignable over-strength. They are not going to be touched by branches regardless of their status. If you have a TXI who really wants out of the program, likewise carry him as re-assignable over-strength, provided you are at 100% or greater of your new, lower authorization. We will not release TXIs if your proponent is under-strength.

- If the cuts are phased in over three years, HRD will resume requisitions for empty positions that will be vacant for two years or greater.

This is the truth as we know it today. Nothing is written in stone and much could change. If you have any questions, do not hesitate to call your proponent and/or HRD. **Do not call your branch manager** as we are six months out from any possible cuts.

2. Boards – from the Armor Branch Web Page

Many of the boards are fully automated; that is to say they no longer rely on a hard copy ORB/ERB, fiche and photo. Boards now access these items digitally and they are displayed on two high quality flat screen computer monitors. That is good news; no more scratchy and blurry micro fiche screens to look at. The bad news, if there is any, is that now your digital picture will be displayed in all its glory on a 21 inch color flat screen display. If you were ugly on a 5 x 7 photo before, you are in really sad shape now! I cannot stress enough how important having a GOOD QUALITY, NEW photo is for the board. I strongly recommend that if you are going before a board, you take a new photograph. ***I will say that again- I strongly recommend you take a new photo!*** As leaders we have a responsibility to insure that the Soldiers under our care are fully prepared for their boards. For that reason I recommend that you mentor your Soldiers on this subject and have another Soldier accompany them to the photo shop to insure everything is in order. There is nothing like a second set of eyes to find and fix errors. ***Close on the heels of a good photo is a squared away ORB/ERB.*** The easiest way to fix an ORB/ERB is to sit down at the PSB and go through it line by line insuring the entries are correct. Remember, for every new award you get, you must insure that a copy of the award certificate is posted in your file. These seem like routine actions, but analysis of board preparation notes indicates that we are not doing as well as we should in preparing our own files for these important boards. Its time to BUCK UP! A final note before we move on- MILPER MESSAGES... It is important to maintain visibility on MILPER messages. My recommendation is to read all MILPER messages. This will not only allow you to help manage your own career, but will also help you counsel and mentor the Soldiers that serve with you. MILPER messages, especially promotion board announcements, are full of good information like zones of eligibility. Its always a good thing to know when you are going before a board in the primary zone! MILPER messages can be viewed at the following link:

<https://perscomnd04.army.mil/milpermsgs.nsf>

3. Fire and Forgetting Critical Paperwork to HRD is a Recipe for Failure!!! Help us, Help you!!!

I get complaints all the time about HRD losing Soldiers paperwork. **Its probably true** but remember, you are not handing these documents over face to face to an individual but rather e-mailing, snail-mailing and faxing them up here. Do not just assume that we received it. We share a Fax machine with the rest of the directorate and Murphy is ever present on this battlefield – fax machines run out of paper/becomes jammed, mail gets misrouted, someone outside of HRD signs for a FEDEX delivery, any number of things can go wrong.

Back it up with an email or phone call to ensure we received it and talk to someone at HRD. If you send it regular mail, it has less than a 50/50 chance of arriving at HRD – there are many HQs here (9 Major HQs) and HQ TRADOC has over 50 directorates and staff sections alone. **I encourage you to use FEDEX** or registered mail at a minimum. You can arrange for a FEDEX delivery through SFC Johnson or SSG Murray.

If an action is important to you, take one minute to blast off an email or make a phone call and ensure that it arrived and went to the right person!!! Lastly, if the action is not on our tracking matrices then chances are we don't have it.

4. New HRD Customer Service Representative!!!!

SGT Perreau is new on board. She will be taking awards, leaves, financing and in-processing from SFC Johnson. Please welcome her aboard. She can be reached at: x5547

angela.perreau@us.army.mil

5. OER/NCOR Appeals – the Real Deal.

Reference. [AR 623-205](#), Personnel Evaluations, 17 Dec 01, Chapter 6 and Appendix F outline the appeals process.

What should I Appeal?

If you receive an evaluation report which you firmly believe is an inaccurate or unjust evaluation of your performance and potential or one that contains administrative errors, that report may be a candidate for an appeal. A report that was not rendered in accordance with the Army regulations in effect at the time of preparation may also be considered for appeal.

If you are just dissatisfied with receiving a report because you believe it should be better, it's very difficult to successfully challenge the judgment of your rating

officials. Clear and convincing evidence is necessary to prove you deserve better. Even if successful, the relief granted could be to remove only the portions proven inaccurate or unjust, rather than raising the evaluation rating.

In deciding what to appeal, you must consider early on whether you can gather useful evidence in support of an appeal. Your self-authored statement alone does not suffice as evidence of an inaccurate, unjust or administratively flawed evaluation report. Remember, a report accepted by HQDA is presumed to be correct both administratively, in content and be an accurate portrayal of your performance and potential until you prove it is not.

When should I Appeal? (The Army Redress System)

The first step in the Army Redress System is the Commander's Inquiry. The primary purpose of the Commander's Inquiry is to provide a greater degree of command involvement in preventing obvious injustices to the rated NCO and correcting errors before they become a matter of permanent record. The secondary purpose is to obtain command involvement in clarifying errors or injustices after the NCO-ER is accepted at EREC (HRC Indianapolis). However, in these after-the-fact cases, this provision is not intended to be a substitute for the appeals process, which is the primary means of addressing errors and injustices after they have become a matter of permanent record. The inquiry must be completed not later than 120 days after the through month of the NCO-ER. Additional information concerning the Commander's Inquiry is contained in [AR 623-205](#), Chapter 6, section II.

The second step in the Army Redress System is submission of an NCO-ER appeal. You should begin preparation of an appeal immediately after receipt of an evaluation report that you have good reason to strongly disagree with. Waiting too long adds to the difficulty of locating those who might offer support or in gathering records that might serve as evidence.

Substantive appeals must be submitted within 5 years of the NCO-ERs completion date. Failure to submit an appeal within this time-frame may be excused only if you provide exceptional justification to warrant this exception, e.g., extended hospitalization. Administrative appeals will be considered regardless of the date of the report utilizing the regulation in effect during the report period; however, the likelihood of successfully appealing a report diminishes, as a rule, with the passage of time.

For more information, hit the web link below.

[http://www.erec.army.mil/ncoer/NCOER_Appeal_Guide.h
tm](http://www.erec.army.mil/ncoer/NCOER_Appeal_Guide.htm)

7. DA Directed Personnel Assets Inventory (PAI)

We will be conducting a 100% PAI of all assigned personnel between 01-15 Apr 05. Like last year, TASSD will conduct this via a web-based questionnaire. More to follow in the coming weeks. Make sure that all personnel who will be on TDY/leave during this timeframe get with SFC Moore prior to their departure.

8. HRD Links....

We have compiled this list of personnel related websites. It is by no means comprehensive. We are working towards getting this posted on our website.

General –

1. Human Resources Command Homepage
<https://www.perscomonline.army.mil/index2.asp>
2. TF Stabilization Homepage
<https://www.stabilization.army.mil/>
3. DA Photo Website (AKO password required)
<https://isdrad15.hoffman.army.mil/dapmis/execute/ImageAcceptProlog>
4. Army Awards
<https://www.perscomonline.army.mil/tagd/awards/index.htm>
5. OPMF – your official personnel file
<https://ompf.hoffman.army.mil/>
6. Retirement Planning
<https://www.perscomonline.army.mil/tagd/retire/retire.htm>
7. Army Disability Website
<https://www.perscomonline.army.mil/tagd/pda/pdapage.htm>
8. World Wide Locator
<https://www.erec.army.mil/wwl/ssn.asp>
9. MILPER Messages
<https://perscomnd04.army.mil/milpermsgs.nsf>



Officer

1. HRC Branch WebPages
<https://www.perscomonline.army.mil/opmd/Branch%20Homepages.htm>
2. ORB Website (AKO password required)
<https://isdrad16.hoffman.army.mil/SSORB/>
3. Dynamic Distribution System
<https://www.perscomonline.army.mil/opmd/DDS.pps>
4. OPMS III
<https://www.perscom.army.mil/opfamdd/LDD1.htm>
5. OER
https://www.perscomonline.army.mil/tagd/msd/OER%20Branch/OER_Main.htm
6. Officer Retirement Planning
https://www.perscomonline.army.mil/opdistacc/RetSep/Ret_Sep.htm
7. Officer Assignment Preference (AKO password required)
<https://isdrad15.hoffman.army.mil/AssignmentPreferenceWEB/>

Enlisted

1. Enlisted Record Brief (AKO password required)
<https://myerb.ahrs.army.mil/reports/soldierLogin.do>
2. HRC Division/Branch Newsletters.
<https://www.perscomonline.army.mil/Enlist/cb-let.htm>
3. MOS Charts – through FY2010
<https://www.armyg1.army.mil/pamxxi/secured/mosstructure/mos-charts.asp>
4. Personnel Data Snapshot – see all your critical personnel data
https://www.erec.army.mil/wrs/Personnel_Data_Snapshot.htm
5. My Promotion Board File (AKO password required)
https://www.erec.army.mil/promotion_file/ako_login.htm
6. Board Preparation
<http://www.erec.army.mil/das/prepare.htm>

7. Board Information Guide

http://www.erec.army.mil/das/Board_Information_Guide.doc

9. *Old Personnel Actions –*

we have been cleaning up the Personnel Actions Tracker. Attached is our latest tracker. If you have an old action which is still open and NOT on this sheet, please contact SSG Murray immediately and make him aware that you believe you have an outstanding action.

10. *Retirement Ceremonies/Flags/Awards.*

a. Retirement Ceremony. We have well over 30 retirements taking place in the coming year. You are authorized and encouraged to attend a Ft. Monroe retirement ceremony. Sadly, few of our Soldiers elect to participate. As a four-star MACOM HQ, the ceremonies are some of the most professional I have seen short of the MDW ceremony at Ft. Myers, VA. The location is bay-side and it's a great opportunity to be recognized in front of several hundred other Soldiers for your 20+ years of service to our Army and Nation. These ceremonies are quarterly so if you wish to attend, coordinate with HRD well in advance. The uniform is Class-A.

b. Retirement Awards. With PTDY and terminal leave, these awards should generally arrive, error-free at TASSD 4-5 months prior to the Soldiers retirement date. Sadly, we are still receiving a disturbing number of retirement awards late and these awards must then be mailed to a Soldier who has already left the service. This is generally the most important award a Soldier receives and leaders should take the time to ensure they are done well and on time.

c. U.S. Flags/Certificate signed by POTUS. All retired Soldiers should receive a U.S. flag from their transition center to commemorate their service. Please let us know if this is not happening. Additionally, 30 years of service is recognized with a memorandum signed by the President of the United States.

11. *New TASSD Policy Letters.*

Attached are three new TASSD Policy Letters. We are working on getting the originals scanned into electrons and sent out to the field and posted on the website. Please read and disseminate.

12. SWA One-Year TCS Tours.

Nearly all 179-day taskers to OIF/OEF have been converted to one-year TCS tours. These are controlled by your branch at HRC. These TCS tours will generally be TCS and return and not TCS enroute to a new duty station so if you come down on one of these assignments from branch, you will serve your year in OIF/OEF and then return to TASS.

13. Ranger School for Combat Support and Combat Service Support MOSs

– in the attached MILPER message file you can see that the Army has opened up Ranger School to male CS/CSS Soldiers. If you wish to attend Ranger School there are two routes, through Ft. Monroe Installation Commander or your branch but both require a DA4187 to us. If you can attend a pre-Ranger course, it will improve your chances of getting a slot. We have sent one TXI to Ranger School already and we support our Soldiers attending this key professional development/leadership training. One note of caution though, ensure you discuss this you're your TASS Bn and Senior TXI prior to submitting an application – their support and approval is required.

14. Leave that ends in Conjunction with a long weekend

We have talked about this one before. Bottom line – cannot end a leave or pass on the day prior to a long weekend. If you submit a leave form that does this, your leave will be extended to cover the long weekend. You can however, put in a leave form that covers the entire period and then sign in off of leave early - on the day prior to the long weekend by calling the MP desk at Ft. Monroe at 757-788-2238/2239

15. Separation PTDY (Retirements and ETSs)

– we are getting some blow-back on this one from the approval authorities. The approval authorities will continue to support PTDY but are scrutinizing these requests closer in order to keep approved PTDYs in line with the program's original purpose – allowing Soldiers to travel somewhere to look for a home/job. PTDY means that you are TDY somewhere and not at your permanent duty assignment and not at your terminal leave location. PTDY is for house/job hunting prior to leaving the Army. Therefore, PTDYs with PTDY addresses that coincide with either your duty station or your terminal leave address will be disapproved. You can put in a PTDY address that coincides with your terminal leave address provided the PTDY is not in conjunction with your terminal leave (needs to have some time between the two absences – PTDY and return to your duty station) and that your PTDY address is not the station as your duty

assignment location (remember, you can't go TDY at your home station). This is a departure from the previous norm and we understand that this issue is contentious. If you have any questions, do not hesitate to call HRD for clarification.

16. NCO Promotion Boards

– see attached briefing, its one of the best products I have seen yet on explaining this process – ensure it gets out to all NCOs.

17. OIF/OEF Campaign Medals

– authorized in Nov 04. No guidance published yet on who gets it, campaign stars, how it effects the GWOT-SM you have already received, etc. Amounts to warning orders. See information below.

Authorized by the President 29 November 2004, the Iraq Campaign Medal (ICM) is approved by the Secretary of Defense. Under uniform regulations prescribed by the Secretaries of the military departments and approved by the Secretary of Defense, or under regulations to be prescribed by the Secretary of Homeland Security with respect to the Coast Guard when it is not operating as a service in the Navy, the ICM shall be awarded to members of the uniformed services of the US who serve or have served in Iraq or contiguous waters or air space, as defined by such regulations, on or after 19 March 2003 to a date to be determined by the Secretary of Defense.

Upon application of the Iraq Campaign Medal (ICM), a member by reason of service may be awarded this medal in lieu of the Global War on Terrorism Expeditionary Medal. A member may be awarded either award by reason of service in Iraq. No member shall be entitled to both of these medals for the same period of service. The ICM shall be positioned below the Afghanistan Campaign Medal and above the Global War on Terrorism Expeditionary Medal. The ICM may be awarded posthumously to US Service members who have participated in Operation IRAQI FREEDOM.

Wear and entitlement of the Iraq Campaign Medal have not been formally finalized by the Secretary of Defense or the Service Secretaries. The ICM is not available in the military supply system.

The Iraq Campaign Medal is on a bronze disc 1 3/8" (3.49cm) diameter, a wreath of two palm fronds surmounted by a representation of the land mass of Iraq with the two primary rivers delineated, represents the area of operation. Above is the inscription "IRAQ CAMPAIGN." On the reverse side, a representation of the Statue of Freedom on the Capitol Building surmounting a stylized sunburst, encircled by two scimitars points down crossed at tip of blades, all above the inscription "FOR SERVICE IN IRAQ."

The symbolism of the Iraq Campaign Medal on the obverse of the medal are the lines representing the Tigris and Euphrates Rivers, recalling Iraq's title as "the land of two rivers". The palm wreath denotes peace and honor. On the reverse of the ICM is the Statue of Freedom representing the ideals and goals of the campaign to bring stability and to improve the way of life for Iraq. The sunburst behind the figure symbolizes hope and success. The two scimitars in base recall an arch of swords erected by Saddam Hussein during his reign, and with the tip of the swords pointing down represent his fall from power and symbolizes the goal for freedom of the Iraqi people.

The colors of the medal and ribbon of the Iraq Campaign Medal denote the Iraq flag. Green is the traditional color for Islam. Red signifies the fighting courage for the pursuit of freedom. White denotes generosity. Black exemplifies Islam's success. Khaki represent the desert.



On 29 November 2004, the President of the US announced authorization of the Afghanistan Campaign Medal (AFGM) was authorized by the President through US Public Law 108-234 and approved by the Secretary of Defense. Secretaries of military departments and approved by the Secretary of the Defense, or under regulations prescribed by the Secretary of Homeland Security with respect to the Coast Guard when it is not operating as service in the US Navy, the AFGM shall be awarded to members of the US uniformed services who serve or have served in Afghanistan or contiguous air space, as defined by such regulations, on or after 24 October 2001 to a date to be determined as prescribed by the Secretary of Defense.

Upon application, a member by reason of service may be awarded either the Afghanistan Campaign Medal in lieu of the Global War of Terrorism Expeditionary Medal by reason of service in Afghanistan. No member shall be entitled to the award of more than one of these two medals for the same period of service. The ACM can be awarded posthumously to US Service Members. The AFGM shall be positioned below the Kosovo Campaign Medal and above the Iraq Campaign Medal.

Specific guidance on authorization and wear of the Afghanistan Campaign Medal will be forthcoming as the Secretary of Defense, the Joint Chiefs of Staff, and the Service Secretaries have not completed guidance on issuance and wear.

The symbolism design of the Afghanistan Campaign Medal reflects how the mountains dominate the landscape in Afghanistan. The map of the country highlights the theater of operation and the US commitment to Operation ENDURING FREEDOM. On the reverse, the eagle, a symbol of the US and the American spirit, is constantly vigilant, ready to defend freedom. The rising sun embodies a new start for Afghanistan and its road to a free and prosperous future. The laurel wreath is for honor and high achievement.

On a bronze medal 1 1/8 inches (3.49cm) in diameter above a range of mountains is a map of Afghanistan inscribed with "KABUL" followed by a star in the eastern section of the map. Around the top is the inscription "AFGHANISTAN CAMPAIGN." On the reverse side in top is a radiating demi-sun superimposed by an eagle's head cooped. Inscribed across the bottom half of the reverse side are the three lines, "FOR SERVICE" "IN" "AFGHANISTAN." All enclosed by a laurel wreath.

The ribbon reflects the colors of the new Afghanistan flag and the red, white and blue represent the United States and its' allies.



17. Out-processing.

Ft. Monroe policy is that Soldiers will out-process on the last two duty days prior to signing out on leave. This is a post policy and is by and large non-negotiable. Plan your PCSs/transitions accordingly. We are working to get this changed for TASS Soldiers but have been unsuccessful thus far.